

Kootenai JSEC Minutes
October 18, 2006
Venture Inn

In Attendance:

Betty Jo Wood – Libby Main Street	Louise Rice – Libby Area Chamber of Commerce
Maria Clemmons - LC Community Health	Mark Clark – F.V. Chemical Dependency Center
Jessica Conrad - Montanore Mining Corp.	Jamie Brebner - Homesteaders Ranch & Feed
Alana Messenbrink – Libby Dam	Chris Erickson – City of Libby
Helen Andries – U of M	Sherry Meehan - Achievements
Randy Holm – NWMT Human Resources	Andrea Wandler – FVCC, Lincoln County Campus
Diana Miller – Libby High School	Johnette Watkins: Kootenai Job Service

Welcome & Round-Table Introductions: Pat Pezzelle is in Havre at the MEDA conference so Johnette opened the meeting with ‘round table introductions.

September Minutes: Louise moved to approve May minutes, Maria seconded. Minutes approved.

Treasurer’s Report: Andrea reported that there is \$1094.67 in Savings and \$238.70 in Checking. Johnette noted that she had seminar checks to turn over to Andrea.

Membership: Dianna Miller, Libby High School counselor, has joined our group and hopes to be active on the Youth Outreach Committee.

Video – A short video, “Priorities for Life, Capacity & Energy, *Uncommon Reminders for Brining Out the Best in Yourself and Others*” was shown.

Community Management Team: Randy Holm stated that there was nothing to report from the CMT at this time.

Advertising Budget – Pat Pezzelle had proposed to the Professional Development Committee that we request a budget allocation for advertising expenses. \$200 per year was a suggestion. This generated a bit of discussion. Chris thought it best to just approve expenditures as they came along and to attempt to use as much free advertising as possible. Everyone agreed with this, but Johnette stated that the reason this issue came up was because recently we found out that our only option for getting something in the local paper about the upcoming seminar was to purchase an add. The committee wanted to get the approval of the group before expending funds for advertising and this further delayed us getting a notice in the paper. Although Chris stated that she trusted the judgment of the committee members, all agreed that it probably would be best to have a policy. Chris made a motion to approve a **\$200/yr. cap** on advertising. Randy 2nded. Motion approved.

Youth Outreach Committee

Debi Davidson – KRDC, Committee Chair
Becky O’Brien – Director of Nursing, Libby Care Center
Alana Messenbrink – US Army Corps of Engineers, Libby Dam
Louise Hopkins – St. John’s Lutheran Hospital
Helen Clark – U of M, E:ABC’s
Pam Rhodes – Achievements
Diana Miller – Libby High School
Johnette Watkins – Kootenai Job Service

Alana shared highlights of the recent Youth Outreach Committee meeting. Debi Davidson, Louise Hopkins, Alana Messenbrink, and Pam Rhodes were present at this meeting. The committee reviewed and adopted the proposed Mission statement that was previously distributed to all members. The group decided to add Federal Agencies to the list of potential partners and reviewed the list of possible activities that JSEC could sponsor. They will rank these by importance.

Members agreed that a good place to start would be the Interviewing and Application process since many youth (and adult) applicants need assistance in proper protocol for interviewing and filling out applications. Youth need to be educated about employer's expectations, how to dress and other basic "soft skills". Mock interviews would be one way to help them learn these skills.

The group felt it important to meet with the high school counselors to determine the best avenue to work with students. Pam Rhodes will talk with the counselors. The possibility of a summer program of "Soft Skills for the Workplace" was discussed as well as possibly using student volunteers to guide tours at the Heritage Museum.

Committee members decided they would like to have representation on the committee from NW MT Human Resources, Job Service and also possibly a student. Johnette and Randy, from NW MT Human Resources, have agreed to serve on the committee.

The next Youth Outreach Committee meeting is Wednesday, October 25th at the Venture Inn.

Professional Development Committee

Pat Pezzelle – FVCC-LCC

Johnette Watkins – Kootenai Job Service

Chris Erickson – City of Libby

Maria Clemons – Community Health Center

Jessica Conrad – Montanore Mining Corporation

Louise Rice – Libby Area Chamber of Commerce

This group met and reviewed flyer ideas for the Mark Willmarth seminar. Louise volunteered to have the Chamber print the flyers and to share their mailing list of members. **Thank you, Louise!** Johnette suggested that, to save postage, she would go over the mailing list and only send flyers to businesses for which the seminar seemed appropriate; namely those with employees. Upcoming Professional Development opportunities are:

Monday, Oct. 23rd, 6-7:30 p.m. – Sexual Harassment Training @ LCC

Tuesday, Oct. 31st, 8-Noon - Mark Willmarth Seminar
"Attracting Retaining & Engaging Quality Workers"

Business Updates – Human Resource Conference Report

Johnette reported on the recent Human Resource conference that she attended in Red Lodge. She handed out copies of Power Point presentations from the conference and distributed her typed notes from the Keynote Speaker, Glenn Brome, "Service Urgency! Creating Outstanding Performance in Management and at the Front Line" and for "Current Trends & Patterns of Change – Montana's Economic Outlook" by Larry Swanson, Director of the Rocky Mountain West, University of Montana. She shared the highlights of these presentations with the group which generated a long, lively discussion that pre-empted most of the rest of the meeting agenda.

Additional Agenda Items will be covered at the next meeting.

The drawing for the “Top Ten Best Practices in HR Management booklet was won by Sherry Meehan from Achievements!

Next Meeting – November 15, 2006 @11:30 a.m.